

# Using Letter Tracker to Collect and Submit Letters of Recommendation

## Pre dental Applicants

### Collecting LORs

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The PPAC Letter Tracker is a free option for managing letters of recommendation (LORs), providing a central location to gather LORs. The system holds up to four letters for each student, and once Letter Tracker receives all LORs, the letters can be sent as a packet to the dental school application services. To receive a LOR through Letter Tracker:

- Create an account on the PPA website ([ppalettertracker.byu.edu](http://ppalettertracker.byu.edu)) using a BYU netID.
- After logging in, click “request a letter”. Enter the necessary information for the letter writer and click “submit”. The letter writer will then receive an email telling them who requested the letter and how to write and submit a LOR to Letter Tracker. (Note: Letter-request emails sometimes end up in the recipient’s junk-mail folders.)
- Before submitting a letter request, you can waive the right to view the LOR. We encourage waiving this right because this usually provides a more honest evaluation and because dental schools give these letters more consideration.
- Letters will be uploaded to the Letter Tracker account as they are received. You will receive an email notification when a letter is uploaded, and the receipt will appear on your Letter Tracker account.

Once all of the LORs have been received, (1) fill out the LOR section of the AADSAS application or TMDSAS application, and (2) fill out a packet request on Letter Tracker. The PPAC sends only one packet to each application service, so Letter Tracker must have all LORs before you request a packet.

### Filling out the LOR section on AADSAS:

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- Log onto AADSAS at <https://portal.aadsasweb.org/> and go to the “Evaluators” section.
- Complete the section with the information below. Because Letter Tracker sends LORs as one packet, Dr. Kaiser’s name should be entered as the “Evaluator”.

Check the “Electronic” box under “Reference Type”  
Dr. David Kaiser  
Check “Yes” under “Is this a Committee Letter?”  
Brigham Young University  
[healthprosec@byu.edu](mailto:healthprosec@byu.edu)  
3328 WSC  
Provo, UT 84602

### Filling out the LOR section on TMDSAS:

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- Log onto TMDSAS at <https://www.tmdsas.com/applytmdsas/> and go to “Letters of Evaluation”.
- State the letter type as HP Committee Packet and the institution as Brigham Young University.

## Submitting a packet request on Letter Tracker:

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After completing the LOR section on AADSAS and/or TMDSAS, log into Letter Tracker, click “Packets”, and click “Request a packet”. Enter the necessary information on the following page, including the ID numbers from each application service. Select the letters for the packet and click “Submit”.

*VirtualEvals* will email you a confirmation when the letter packet has been sent. Processing time for packets may take 3–5 business days; please keep this in mind for deadlines.

## FAQs

*Q: How many letters can I have on file at the preprofessional office?*

**A:** Four. AADSAS does not allow more than four letters in a packet. The PPAC cannot screen LORs to select the best ones. Because most letter writers spend extensive time preparing a letter, avoid the inconsideration of asking for letters that will not be used.

*Q: How will I know what letters have been submitted to Letter Tracker?*

**A:** A confirmation email is sent out whenever a LOR is uploaded to Letter Tracker. The LORs also appear automatically on your Letter Tracker account once they are uploaded.

*\*Remember: letter packets cannot be sent until they are requested. Additionally, the PPAC does not send transcripts, personal comments, pictures, etc.*

*Q: How many packets can I send to TMDSAS and AADSAS?*

**A:** Letter Tracker will send only ONE packet per application service. This means that all schools within that application service will receive the same packet of letters. **Before submitting a packet request, please confirm that Letter Tracker has received all LORs.**

*Q: Can I send a fifth letter to AADSAS?*

**A:** AADSAS accepts one letter packet and one extra letter, if desired. This fifth letter must be uploaded directly to AADSAS by the letter writer. It cannot be sent through Letter Tracker.